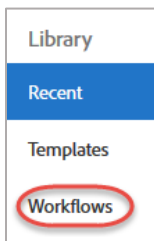


LAUNCHING A WORKFLOW


Workflows are launched from within Adobe Sign. As such, only people with a CSUB Adobe Sign account and appropriate security permissions can launch a workflow. To launch a workflow from Adobe Sign,

1. From the Home tab, click the **Start from Library**  button
2. On the left pane, click **Workflows**



3. In the center pane, navigate to the desired workflow



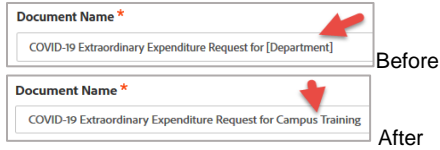
4. In the lower right corner, click the **Start**  button
5. The workflow opens. The Recipients section contains the required, optional, and hard-coded recipients.

*Required recipients will have a red asterisk, *, at the end of the name. Optional recipients are used depending on the business process or situation, such as when your request require approval from the ITS, GRASP, etc. The hard-coded recipients are individuals who must sign the form and cannot be changed. The individuals' email address are hard-coded or embedded in the workflow.*



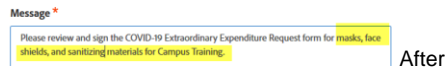
- Enter email addresses for all required recipients
 - Enter email addresses for the optional recipients or leave blank
6. The Document Name section will contain the default document name. In some cases, you should add your department or organization name.

The Document Name will appear in the Subject line of the email sent to the recipients. To help them differentiate your form request from others, you may want to add your department or other differentiating information. In this example, the [Department] text can be replaced with the requestor's department name.



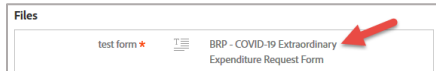
- If appropriate, append or replace specific text with your department or differentiating information

7. The Message section will appear with default text. You may customize the text to suit your purpose. Like the Document Name, you may want to add your department name or other distinguishing information.



- If appropriate, append or replace the text with your customized message including distinguishing information.

8. The Files Section automatically will contain the form / document associated with the workflow.



9. Click the  button

10. Adobe Sign will route your form / document to the recipients you specified and the one associated with the workflow.

For more information, please visit the [Adobe Sign Resources](#) page.